

Suggested Script for Students Soliciting P.E. Projects:

Ask to speak to either the Manager or if it is a social service or non-profit agency you can ask to speak to their Volunteer Coordinator.

If the receptionist would like to know the reason for your call, tell her that you are a student with a program through Mt. Hood Community College and you are looking for volunteer projects that your class can work on as a group project.

If you like you can also give some examples (mass mailings, assembling packets of information – virtually anything that can be done within a classroom setting).

Suggested Script:

Good Morning, My name is _____. I am a student with the Project Enterprise program through Mt. Hood Community College (or Portland Community College).

Project Enterprise, is a group of student volunteers that are available to assist local businesses with a variety of projects at NO CHARGE to that business.

Some of the organizations we have taken on projects for include: Intel, United Way, Gresham Ford, and the American Red Cross. Some of the projects that we have assisted organizations with include: assembling marketing materials, preparing mailings, assembling various products, stuffing marathon grab bags, making cold calls, data entry, and other light clerical tasks. Basically, we are looking for anything that can be completed within our classroom. Is this something that you think your agency might be interested in?

If they do have a project in mind and want to know more say. . .

"Great, I will have our Business Services Coordinator contact you. Can I get your contact person and his/her email address and office number?" (read back their email address, just to make sure it is correct).

"Thank you and we look forward to working with you".

Answers to common questions:

Can your students come to our location instead of us bringing the project to you?

"That might be possible. I will have our Business Services Coordinator contact you to answer that question".

Where are you located?

"We have 3 sites – one in the Gresham area, one in St. Johns and one in SE Portland at the corner of 39th and Powell".

How long would it take for you to complete my project? That would depend upon how large your project was. Most projects are completed within a day or two. Our Business Services Coordinator will be able to give you a better idea of how long it will take.

When are you open?

Monday – Thursday – 8:30 – 4:00.

How much does your service cost?

There are no costs associated with our services. You will need to provide all supplies but the student labor is free.

Misc. Questions:

You may receive additional questions. If you are not 100% sure of the answer, please let them know that the Business Services Coordinator will be contacting them within the next 24 hours and will be able to answer all of their questions. If they prefer to email the Business Services Coordinator or contact her by phone directly please feel free to give out her contact information:

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